

**Instructions for Completing  
the  
Road and Highway Evaluation Form**

1. **Recommendations** – Note your recommendations by checking the appropriate boxes. If the “Monitor” box is checked, include in the comments the conditions that need to be monitored and the criteria. Also include some form of threshold when another action should take place. If the “Traffic in danger due to adjacent unstable/unsound structure” box is marked, describe the condition in the comments section. If there is not enough room for all the comments, simply note “OVER” at the bottom of the form and continue on the other side.
2. **Comments** – Explain any part of the assessment that needs elaboration. If the road should be posted RESTRICTED USE, note any restrictions that are not checked off in the recommendations. If the road should be posted UNSAFE, explain why.
3. **Damage Observation (DO)** – The damage scale is used to rate the severity of damages to the various components of the facility.
4. **Sections D through H** – For each component of the road or highway, estimate the severity of damage using the damage scale. Rate only what you can see by walking around and over the roadway. For areas not seen enter “NO” (Not Observed) rating.

CAUTION: Do not get too close to the edges of slip-outs or other road failures where a fall could cause injury.

5. **Section I – Remarks** – In this section, elaborate on any items from the evaluation that need more explanation. If there is not enough room, simply mark “OVER” at the bottom and continue on the other side.